



*The City of Fitchburg*  
*Massachusetts*  
**OFFICE OF THE MAYOR**

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Please be advised that in 1998, the Honorable Mayor Ron Ingemie issued a policy that the City of Fitchburg is committed to purchasing products that are environmentally preferable and/or made of recycled materials whenever such products meet quality requirements and are available at reasonable prices and terms. As Mayor, I wish to continue this policy and let this notice serve as a reminder, the following standards should be adhered to:

- a) All purchases of printing and writing paper for in-house use or custom printed materials by professional printers, including copier paper, forms, stationary, envelopes and other applicable materials should be no less than 30% post-consumer recycled materials according to applicable standards.
- b) City Departments shall ensure that all contracts for printing require the inclusion of an imprint identifying the recycled content of the paper whenever practicable, along with the recycling symbol.

With many new employees and members of Boards and Commissions, it is important that all are aware of Buy Recycled policy

Thanks for your attention to this matter, and if there are any questions, please contact the Purchasing Department.

Sincerely,



Samantha M. Squailia  
Mayor